



Complete a Location Transfer

Quick Start Guide

Document Details

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System Requirements

- CES Version 10.00.00 or higher



Be sure to grab the latest version of this document here:

<https://links.crunchtime.com/NCQS-CompleteLocationTransfer>

OR by scanning the QR code to the left.



Watch the tutorials on MainCourse:

<http://links.crunchtime.com/NCI103d-yfiw>

<http://links.crunchtime.com/NCI103e-xtvw>

Other Related Documentation

- NCQS – Create a Storage Transfer: <https://links.crunchtime.com/NCQS-CreateStorageTransfer>
- NCQS – Create a Location Transfer: <https://links.crunchtime.com/NCQS-CreateLocationTransfer>

Related User Group Permissions

Screen Name	Control Name	Description
NC-Other Store Tasks	View Recent Transfer	Enables the <i>Recent Location Transfers</i> option on the Inventory menu.
NC-Daily Store Tasks	Location Transfer	Enables the <i>Create Location Transfer</i> option on the Inventory menu, the corresponding (+) icon on the Recent Location Transfers screen, and the <i>Sender & Receiver Initiated Transfer</i> options in the Create Location Transfer pop-up.



Review a Transfer

Overview

Sending locations must review all receiver initiated transfers to confirm how much product they are actually giving to the other location. This process is always required for receiver initiated transfers.

Getting Started

Net-Chef > Inventory: Recent Location Transfers

Transfer Date	Type	Transaction #	Reference #	Location	Status	Entry User	Rec. User	Actions
07/24/2022	Location - Outgoing	TFR2207193000045147	200001071922	201 - Tampa	Requested	Possible, Kim		View Review Reject
07/19/2022	Storage	TFR2207193000045146	300004071922	304 - Portland	Reconciled	Possible, Kim	Possible, Kim	View
07/19/2022	Storage	TFR2207193000045148	300004071922	304 - Portland	Reconciled	Possible, Kim	Possible, Kim	View
07/18/2022	Location - Outgoing	TFR2207183000045144	300004071822	301 - Cardiff	In Transit	Possible, Kim		View Edit Cancel

1. From the Inventory menu, select *Recent Location Transfers*.

2. Select *Review*.

Review a Transfer

Net-Chef > Inventory: Recent Location Transfers > Review

From Location: 304 - Portland To Location: 201 - Tampa
Transaction Date: 07/24/2022 Reference Number: 200001071922

Review Location Transfer

Request Memo: On back order from vendor Filter By Template: N/A [Retrieve](#)

[Storage Substitution](#) [Review Transfer](#)

Product Number	Product Name	Request Quantity	Request Unit	Issue Quantity	Issue Unit	Unit Price	Available in Storage Location	Issuing Storage Location	Total Available
P-1011	Garlic, Chopped	4.00	CS	4.00	CS	14.8200	1.17	Deli Cooler	4.17
P-1029	Produce - Onions	2.00	CS	4.00	Bag	3.8000	5.45	Produce Cooler	7.45

3. If necessary, update the *Issue Quantity* and *Issue Unit*. This confirms how much product is being sent to the other location. If you want to add more products to the transfer, select *Retrieve*.

4. Once you have verified everything is correct, select *Review Transfer*.



Note: You can only transfer as much product as you have on hand. Use the *Total Available* column to see how much product you have on hand in all storage locations.

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Review a Transfer

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Storage Substitution

The Storage Substitution option allows you to pull product from another storage location in the instance that product is kept in multiple storages at your location.

Net-Chef > Inventory: Recent Location Transfer > Review

CrunchTime! Net-Chef KP Kim 304 - Portland

From Location: 304 - Portland To Location: 201 - Tampa
Transaction Date: 07/24/2022 Reference Number: 200001071922

Review Location Transfer **Storage Substitution** **Review Transfer** **Retrieve**

Request Memo: On back order from vendor Filter By Template: N/A

Product Number	Product Name	Request Quantity	Request Unit	Issue Quantity	Issue Unit	Unit Price	Available in Storage Location	Issuing Storage Location	Total Available
P-1011	Garlic, Chopped	4.00	CS	4.00	CS	14.8200	1.17	Deli Cooler	4.17
P-1029	Produce - Onions	2.00	CS	4.00	Bag	3.8000	3.43	Produce Cooler	7.43

Storage Substitution

Product Number: P-1011 Product Name: Garlic, Chopped
Request Quantity: 4 Request Unit: CS

Issue Quantity	Issue Unit	Available	Issuing Storage Location
3.00	CS	3.00	Prep Kitchen Cooler
1.00	CS	1.17	Deli Cooler

- 1 Click or tap on the *product line*.
- 2 Select the *Storage Substitution* button.
- 3 Use the pop-up window to choose how much product you would like to pull from another storage. You will only be able to select storages containing this product as determined by the Inventory Setup screen in Net-Chef.
4. Close the window when you are finished. An additional line will appear on the transfer for each new storage location.





Reconcile a Transfer

Overview

Once your location receives transfer product, the transfer in Net-Chef will need to be reconciled. This will finalize the transaction by removing product from the sending location's inventory and placing it into inventory at the receiving location. This process will always be completed by the **receiving location**.

Getting Started

Net-Chef > Inventory: Recent Location Transfers

Transfer Date	Type	Transaction #	Reference #	Location	Status	Entry User	Rec. User	Actions
07/24/2022	Location - Incoming	TFR2207193000045147	200001071922	304 - Portland	In Transit	Possible, Kim		View Reconcile Reject

1. From the Inventory menu, select *Recent Location Transfers*.
2. Select *Reconcile* from the Actions column.

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Reconcile a Transfer

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Reconcile a Transfer

Net-Chef > Inventory: Recent Location Transfers > Reconcile

CrunchTime! Net-Chef

From Location: 304 - Portland To Location: 201 - Tampa
Transaction Date: 07/24/2022 Reference Number: 200001071922

Reconcile Date: 07/24/2022 Transfer Memo: Only had 5lb bags

Product Number	Product Name ↑	Request Quantity	Request Unit	Issue Quantity	Issue Unit	Unit Price	Extended Value	Receiving Storage Location
P-1011	Garlic, Chopped	0.00	CS	3.00	CS	14.8200	44.46	Deli Cooler
P-1011	Garlic, Chopped	4.00	CS	1.00	CS	14.8200	14.82	Deli Cooler
P-1029	Produce - Onions	2.00	CS	4.00	Bag	3.8000	15.20	Grill Cooler

Reconcile

- 3 If necessary, pick a different *Storage Location* to indicate where the product will be stored.
- 4 If necessary, update the *Reconcile Date*. This should be the date the transfer physically arrived at this location.



Note: Only the sending location can edit the *Issue Quantity* and *Issue Unit* on a transfer. If a correction needs to be made to the transfer, contact the sending location.

- 5 Once everything correct, select *Reconcile* to complete the transfer.



Warning: Products will appear “In Transit” on the inventory review screen at the sending location for any transfer that is still open (not cancelled or reconciled) at the end of a post period. This ensures the product on the transfer is still valued in inventory while it is moved from one location to another.

However, this also means that if a transfer is reconciled or cancelled in the wrong post period it may cause inventory discrepancies. This typically happens when a location transfer is created in one post period but cancelled in the following post period.

For this reason, it is important to reconcile or cancel transfers in a timely manner while keeping your location’s post date in mind.

